

# UTAH COUNTY TRAVEL/ PER DIEM SCHEDULE

Employee Name \_\_\_\_\_ Dept \_\_\_\_\_ Date \_\_\_\_\_

DATE	BREAKFAST	LUNCH	DINNER	TOTAL

Employee Signature \_\_\_\_\_ TOTAL PER DIEM \_\_\_\_\_

City/Location \_\_\_\_\_ City Rate \_\_\_\_\_

Department Head Signature \_\_\_\_\_

Only needed if initialed or "I" next to meal where Department Head is approving per diem in addition to meal provided.  
If additional meal provided is not signed off by the Department Head, then it will be deducted.

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**Breakfast - 20% of daily allotment**  
**Lunch - 30% of daily allotment**  
**Dinner - 50% of daily allotment**

A full explanation of the "regular federal per diem rate" method is on file with your department. Alternatively, you can access the per diem rates online at either (1) the IRS website at [www.irs.gov](http://www.irs.gov), search for publication 1542, and then refer to the most recent "Maximum Federal Per Diem Rate" table or (2) [www.policyworks.gov](http://www.policyworks.gov), select "Per Diem Rates" under the Program heading and follow the links for the current year.

If you do not find your city on the "regular federal per diem rate" list of cities, calculate the rate at the most current continental United States (CONUS) standard rate for M&IE.